

# Public Document Pack

**HAMBLETON**  
DISTRICT COUNCIL

## AGENDA

Committee Administrator: Democratic Services Officer (01609 767015)

Wednesday, 2 September 2015

Dear Councillor

### NOTICE OF MEETING

Meeting            **SCRUTINY COMMITTEE**

Date                **Thursday, 10 September 2015**

Time                **9.30 am**

Venue              **Main Committee Room, Civic Centre, Stone Cross, Northallerton, DL6 2UU**

Yours sincerely

***P. Morton.***

Phillip Morton  
Chief Executive

**To:**

|                                 |                 |
|---------------------------------|-----------------|
| Councillors                     | Councillors     |
| A Wake (Chairman)               | R W Hudson      |
| Mrs C S Cookman (Vice-Chairman) | D Hugill        |
| M A Barningham                  | Ms C Palmer     |
| S P Dickins                     | Mrs I Sanderson |
| G W Ellis                       | S Watson        |
| A W Hall                        |                 |

Other Members of the Council for information

## **AGENDA**

### **Page No**

1. MINUTES  
To confirm the minutes of the meeting held on 9 July 2015 (SC.5 - SC.6), previously circulated.
2. APOLOGIES FOR ABSENCE
3. COUNCIL PERFORMANCE - QUARTER 1 2015/16 1 - 12  
Report of the Executive Director and Deputy Chief Executive
4. HEALTH AND SAFETY ANNUAL REPORT 2014/15 13 - 24  
Report of the Executive Director and Deputy Chief Executive
5. MATTERS OF URGENCY  
Any other business of which not less than 24 hours' prior notice, preferably in writing, has been given to the Chief Executive and which the Chairman decides is urgent.

## **HAMBLETON DISTRICT COUNCIL**

**Report To:** Scrutiny Committee  
10 September 2015

**Subject:** COUNCIL PERFORMANCE 2015/16 (QUARTER 1)

All Wards

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### **1.0 PURPOSE AND BACKGROUND:**

- 1.1 Following the May 2015 elections, a new Council Plan for 2015-2019 has been developed for Cabinet approval on 1 September 2015. Appropriate strategic Key Performance Indicators (KPIs) have also been developed to reflect the new Council Plan aims and priorities and these are used in this report.
- 1.2 The Council Plan shows the Council's goals with measurable outcomes in the form of these Council Key Performance Indicators (KPIs). The Council's approach to performance management is designed to ensure that priorities are effectively implemented, monitored and managed to achieve real improvements in the quality of life in the local community.
- 1.3 This report provides the Scrutiny Committee with details on progress towards the Council's aims together with information on indicators performing exceptionally well, and actions to address areas of under-performance at Quarter 1. The public has access to this information through these quarterly performance reports.
- 1.4 The Council's Performance and Risks are also reported quarterly to the Extended Management Team.
- 1.6 The Annual Council Performance Review 2014/15 entitled 'Hambleton Highlights' was approved by Scrutiny on 9 July 2015 and will be presented to Cabinet on 1 September 2015.

### **2.0 LINK TO COUNCIL PRIORITIES:**

- 2.1 An overview of performance against each Council Priority is attached in Annex 'A'.
- 2.2 In summary, 91.2% of KPIs performed on or above target, with no area of performance falling significantly below target for Quarter 1. Whilst not quite achieving their targets the remaining 8.8% performed within tolerance.
- 2.3 Of the KPIs successfully meeting their targets, the following two had the greatest level of achievement:

#### **2.3.1 Deliver a total of 12 affordable homes in rural locations**

During Q1 a total of 11 affordable homes were delivered, more than treble the target of 3 set for the quarter, and a long way towards achieving the target for the full year.

#### **2.3.2 Facilitate 25 young people into local small businesses by April 2016 through Apprenticeships**

A total of 12 apprentices were placed during Q1, twice the target of 6 set for the quarter.

2.4 Those KPIs not quite meeting their targets in Q1 are:

2.4.1 To increase the number of minor planning applications determined within 8 weeks, or as agreed with the applicant, to 85%

During Q1, 107 plans were determined from a total of 136 received, a result of 78.6% against the target.

2.4.2 Process new housing benefit claims within 20 days, in line with North Yorkshire authorities

Processing times at Q1 for new Housing Benefit claims is 22 days.

2.4.3 Process new council tax claims within 20 days, in line with North Yorkshire authorities

Processing times at Q1 for new Council Tax claims is 24 days. This target for both 2.4.2 and 2.4.3 has been impacted by:

a) staff vacancy from April which, following recruitment exercise, will be filled from mid July 2015

b) staff sickness which commenced in June and is ongoing. Overtime is being considered in the short term to cover absence.

### **3.0 CONCLUSIONS:**

3.1 Performance against the revised Council Plan 2015-19 key priorities is being managed and action plans have been developed to address areas of weaker performance to assist the Council to progress to meet its priorities.

### **4.0 RECOMMENDATION:**

4.1 It is recommended that the Scrutiny Committee considers the progress made at Q1 against the Council Plan 2015-19, as detailed in Annex 'A'.

JUSTIN IVES

Background papers: Extended Management Team Report 2015/16 Quarter 1

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Head of Resources  
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## **Council Performance Quarter 1** **01 April – 30 June 2015**

This report provides information on performance towards the Council Business Plan Priorities for the first quarter of 2015/16, as reported to the Extended Management Team on 18 August 2015.

### **Key Priorities:**

- Driving Economic Vitality
- Enhancing Health & Wellbeing
- Caring for the Environment
- Providing a Special Place to Live

**Q4 Council Business Plan Performance 2015/16**

**PRIORITY – Driving Economic Vitality**

| <b>Purpose:</b> <ul style="list-style-type: none"> <li>- Promote growth of local economy</li> <li>- Support economic growth through planning</li> <li>- Enable businesses to set up and grow</li> <li>- Provide business friendly services</li> <li>- Establish links with education</li> <li>- Maximise private sector investment to the District</li> <li>- Improve market town vitality and viability</li> </ul> | <b>Outcome:</b> <ul style="list-style-type: none"> <li>- New business &amp; commercial openings made available</li> <li>- Increased grant availability and opportunity for young people</li> <li>- Businesses stay, grow and relocate to the area</li> <li>- Support developers achieve planning permission for new homes, businesses, industrial developments &amp; infrastructure</li> <li>- Community Infrastructure levy is implemented to assist economic development</li> <li>- Land is allocated to meet employment needs until 2035 through the 2018 Local Plan</li> </ul> |                  |  |
|---|--|------------------|--|
| <b>Indicator</b>  | <b>Target / Benchmark</b>  | <b>Quarter 1</b> | <b>Q1 Actions / Comment</b>  |
| Facilitate 25 young people into local small businesses by April 2016 through Apprenticeships  | 25   | 12               | This result is twice the target of 6 set for the quarter.  |
| Facilitate 15 graduates into Hambleton businesses by April 2016 through the Graduate Scheme   | 15   | 7                |  |
| 100% of projects implemented this year in the Economic Strategy compared to target  | 100%   | 26%              |  |
| 100% of milestones met in key infrastructure project (Dalton Bridge).   | 100%   | 0%               | This project is profiled to commence in quarter 2 of 2015/16 and therefore it is recognised that at quarter 1 that the progress is 0%. A significant amount of work towards achieving the target this financial year has been undertaken, as summarised below in 'Other Activity'. |
| Work with the business community to agree and develop 5 market town investment plans by March 2016  | 5  | 0                | This work is ongoing and will be delivered later in the year.  |

**Q4 Council Business Plan Performance 2015/16**

| Indicator   | Target / Benchmark | Quarter 1             | Q1 Actions / Comment   |
|---|--------------------|-----------------------|--|
| To achieve a level of Business Rate collection of 98%   | 98%                | 36.92%                | This is an increase of 1.04% compared with 2014/15   |
| To achieve a level of Council Tax collection of 98%   | 98%                | 30.73%                | This is an increase of 0.05% compared with 2014/15   |
| To ensure the actual amount of Business Rates collected against the budget is £26.9m in 2015/16                           | £26.9m             | £10.3m                | This is an increase compared with 2014/15 and is on target for 2015/16.                                  |
| To increase the number of major planning applications determined within 13 weeks, or as agreed with the applicant, to 70% | 70%                | 75%<br>[6 of 8]       |  |
| To increase the number of minor planning applications determined within 8 weeks, or as agreed with the applicant, to 85%  | 85%                | 78.6%<br>[107 of 136] | During Q1, 107 plans were determined from a total of 136 received, a result of 78.6% against the target. |

**Other activity and items of interest for this Priority during Quarter 1**

|                               |                                  |   |
|-------------------------------|----------------------------------|---|
| <b>Business &amp; Economy</b> | Thirsk Industrial Estate Signage | <ul style="list-style-type: none"> <li>▪ Planning permission approved for a second sign in May 2015 with interest from 15 businesses</li> </ul>   |
|                               | Dalton Bridge                    | <ul style="list-style-type: none"> <li>▪ Communications Strategy developed for the Dalton Scheme and signed off at the Dalton Programme Board, which comprises representatives of Dalton Businesses, Dalton Parish Council, HDC and NYCC.</li> <li>▪ First community News Letter sent out in May 2015</li> <li>▪ Interim update from consultants associated with scheme development, due for completion 8<sup>th</sup> August 2015 and on track – alignment for new bridge and highway fixed</li> <li>▪ Master programme for delivery now agreed at the Dalton Programme Board.</li> <li>▪ Negotiations with land owners to access land to undertake site investigation works.</li> <li>▪ Regular meetings with NYCC now in place to move forward Section 278 Agreement, procurement and delivery of the construction</li> <li>▪ Cleveland Steel and Tube agreed to lead on developing the constitution, work ongoing</li> <li>▪ Land title review completed, with the exception of one piece of land</li> <li>▪ Site investigation contractor procured for start mid July 2015</li> <li>▪ Secured in principle endorsement of £289,000 grant from the Environment Agency on the 18<sup>th</sup> June, subject to ratification on 27<sup>th</sup> July 2015</li> <li>▪ Business Improvement District – analysis of funding that could be generated completed</li> </ul> |

**Q4 Council Business Plan Performance 2015/16**

| <b>Other activity and items of interest for this Priority during Quarter 1</b> |   |
|--|---|
| Teesside University Prospectus   | <ul style="list-style-type: none"> <li>▪ Development of a Prospectus outlining how Hambleton District Council and Teesside University can work together to support local economic growth across the District – this was endorsed by Management Team in April 2015</li> </ul>                              |
| Stokesley Wi-Fi  | <ul style="list-style-type: none"> <li>▪ Liaison with Stokesley Parish Council to consider the implementation of a scheme for the market place and respective roles and responsibilities in the development of the scheme and on and on-going basis</li> </ul>  |
| <b>Planning</b>  | <ul style="list-style-type: none"> <li>▪ Gladman appeals, at Easingwold and Great Ayton, dismissed. Easingwold decision challenged successfully by the appellants and to be re-determined.</li> <li>▪ Neighbourhood plan and support work for Stokesley, Huby, Easingwold &amp; Appleton Wiske</li> </ul> |



## Q4 Council Business Plan Performance 2015/16

### PRIORITY – Enhancing Health & Wellbeing

| Purpose:  | Outcome:   |           |   |  |
|---|--|-----------|---|--|
| Indicator   | Target / Benchmark   | Quarter 1 | Q1 Actions / Comment  |  |
| <ul style="list-style-type: none"> <li>Improve the health and wellbeing of our people by providing and supporting community inclusive facilities, activities, events and interventions</li> </ul> | <ul style="list-style-type: none"> <li>Increased physical activity participation rates &amp; therefore improve health</li> <li>Reduction in health threatening conditions</li> <li>Improved health &amp; wellbeing through community events, initiatives, programmes &amp; activities</li> <li>Increased child safety through learning to swim</li> <li>Improved community cohesion &amp; quality of life</li> </ul> |           |   |  |
| Generate 2,450 leisure centre health & fitness memberships  | 2,450 year<br>2,618 Q1   | 2,597     | The annual target of 2,450, is lower than the Q1 target of 2,618 due to the expected fluctuations that occur in leisure centre health & fitness memberships. In Q1 sales targets were set to achieve growth (1-3%). 13 sales are up this quarter against target, however membership base is down slightly due to cancellations. |  |
| Achieve £2.69m of leisure centre income (fees & charges)  | £2.69m   | £598,591  | At Q1, the income target is expected to be achieved for the year.   |  |
| Achieve 2,540 learn to swim children memberships  | 2,540 year<br>2,548 Q1   | 2,518     | The annual target of 2,540 is slightly below the Q1 target, due to the fluctuations that are predicted during the year. At Q1, learn to swim children memberships are 0.9% down on Q1 target but significant work is taking place on sales and retention in Q2.   |  |
| Enable 300 targeted people to participate in new activities or initiatives offered from community venues  | 300 year<br>25 Q1  | 44        | A total of 44 people were helped, well in excess of the target of 25 set for the first quarter.   |  |
| Achieve 556 referrals signed up to Take that Step programme   | 556  | 145       | This is on target   |  |

**Q4 Council Business Plan Performance 2015/16**

|   |               |     |  |
|---|---------------|-----|--|
| Allocate £0.125m to sustainable initiatives   | £0.125m       | 0   | Work is continuing and the progress is on target to allocate £0.125m in 2015/16. |
| Ensure that 85% of Section 106 Agreement funds are allocated at any given time                | 85%           | 91% | This is on target  |
| Determine the planning application for the North Northallerton Sports Village by October 2015 | 100% Oct 2015 | N/A | To be reported in Q3   |

**Other activity and items of interest for this Priority during Quarter 1**

|                                  |                |   |
|----------------------------------|----------------|---|
| <b>Leisure &amp; Communities</b> | Parish Liaison | <p>The fourth Parish Liaison meeting hosted by Hambleton District Council was held on 4 June and attended by 40 different Parish Councils. The meeting included a presentation from Dr Lincoln Sargeant, Director of Public Health for North Yorkshire as well as updates on the District Council's Waste Strategy Review, the Local Plan and the Hambleton, Richmondshire &amp; Whitby Clinical Commissioning Group's Community Defibrillator (cPAD) Initiative. Other issues under discussion included Freedom of Information requests, illegal encampments and the future of subsidised bus services across the District. The next meeting is to be held on Thursday 19 November 2015.</p> |
|----------------------------------|----------------|---|

**Q4 Council Business Plan Performance 2015/16**

**PRIORITY – Caring for the Environment**

| <b>Purpose:</b> <ul style="list-style-type: none"> <li>- Improve efficiency of waste collections and recycling</li> <li>- Improve customer satisfaction</li> <li>- Reduce CO2 and improve energy efficiency</li> </ul> | <b>Outcome:</b> <ul style="list-style-type: none"> <li>- Efficient collection rounds with fit for purpose fleet</li> <li>- Decreased landfill waste</li> <li>- Improve service to customers</li> <li>- Environmental Sustainability</li> </ul>  |                  |  |
|--|---|------------------|--|
| <b>Indicator</b>   | <b>Target / Benchmark</b>   | <b>Quarter 1</b> | <b>Q1 Actions / Comment</b>  |
| To achieve a minimum customer satisfaction rating of 90% in respect of the Council's waste collection services.  | 90%   | N/A              | Survey in progress in addition to customer services analysis                                       |
| Reduce kerbside collected residual waste to 400 kg/per head/year by 2017. (405kg 14/15).   | 400kg   | N/A              | Reported in arrears  |
| Increase the recycling rate to 53% by 2017 ( <i>including composting</i> )   | 53%   | N/A              | Reported in arrears  |
| All existing households (100%) to receive a service by the end of March 2016.  | 100%  | 98%              | Includes communal sites e.g. flats   |
| Reduce the council's carbon footprint year on year   | 1%  | N/A              | Examination of data to be undertaken in Q2 to determine whether quarterly information is available |
| <b>Other activity and items of interest for this Purpose during Quarter 1</b>  |   |                  |  |
| <b>Design &amp; Maintenance</b>  | <ul style="list-style-type: none"> <li>▪ Northallerton 'Mayfair' event held successfully</li> <li>▪ Support provided to Northallerton Food Festival</li> </ul>  |                  |  |
| <b>Event Support</b>   | <ul style="list-style-type: none"> <li>▪ Liaison with Northallerton Town Council on the Carnival held on the Applegarth</li> </ul>  |                  |  |
| <b>Environment</b>   | <ul style="list-style-type: none"> <li>▪ Annual MG Owners 'Prince Bishops' run saw 25 vehicles start from Stokesley show field car park driving a route through North Yorkshire to finish on the Palace Green, Durham Cathedral.</li> <li>▪ Support the North Yorkshire County Council scheme to replace paving slabs to High Street Northallerton</li> </ul> |                  |  |

## Q4 Council Business Plan Performance 2014/15

### PRIORITY – Providing a Special Place to Live

| Purpose:   | Outcome:  |                 |  |
|--|---|-----------------|--|
| Indicator  | Target / Benchmark  | Quarter 1       | Q1 Actions / Comment   |
| <ul style="list-style-type: none"> <li>- Provide an adequate amount of housing to meet the housing needs of all the local community</li> <li>- Provide support to residents to prevent homelessness</li> <li>- Support people to lead independent lives</li> </ul> | <ul style="list-style-type: none"> <li>- Housing sites are made available for market and affordable housing</li> <li>- Achieve affordable housing and appropriate housing mix</li> <li>- Provide financial support for residents to live in the district independently</li> </ul> |                 |  |
| Maintain, each year, a minimum 5-year supply of deliverable housing sites  | 5 yrs   | N/A             | To be calculated during Q2 and reviewed as required throughout the year  |
| Deliver a total of 170 affordable homes ( <i>including 12 rural</i> )  | 170 (100%)  | 34 (20%)        | Includes, Dalton (7) Phase 2 - Cherry Garth (20), Aiskew (4), Thirsk refurb (2), Bedale refurb(1)  |
| Deliver a total of 12 affordable homes in rural locations  | 12 (100%)   | 11 (92%)        | Dalton (7), Aiskew (4). This result is more than treble the target of 3 set for the quarter, and a long way towards achieving the target for the full year.  |
| Complete consultation on issues and options for the new Local plan by March 2016   | 100%<br>Mar 2016  | N/A             | To be reported in Q4; Tender to Quote sent out 2nd July, consultants to be appointed by end of July. Report deadline 1st December cabinet.   |
| Achieve 480 homelessness preventions   | 480   | 165             | Breakdown: 98 by Housing Options Team, 25 by Citizen's Advice Bureau & 42 by Foundation.   |
| Achieve 100% financial year spend on Disabled Facilities Grants applications   | 100% (£271,101k)  | (7%)<br>£18,444 | Committed expenditure currently c£95k. Spend fluctuates through the year but monitored via quarterly meeting with the Home Improvement Agency (HIA) and this is on target to complete by March 2015. |

|  |         |         |  |
|--|---------|---------|--|
| Process new housing benefit claims within 20 days in line with North Yorkshire authorities                     | 20 days | 22 days | This target has been impacted by<br>a) staff vacancy from April which following recruitment exercise will be filled from mid July 2015<br>b) staff sickness which commenced in June and is ongoing. Overtime is being considered in the short term to cover absence.   |
| Process new council tax claims within 20 days in line with North Yorkshire authorities                         | 20 days | 24 days | See explanation above  |
| Process housing benefit changes in circumstance within 7 days in line with North Yorkshire authorities         | 7 days  | 6 days  | On target  |
| Process council tax changes in circumstance within 7 days in line with North Yorkshire authorities             | 7 days  | 5 days  | On target  |
| To detect and prevent the amount of housing benefit and council tax fraud & error against a target of £50,000. | £50,000 | £10,100 | The amount of error identified at Q1 via the Fraud and Error Reduction Initiative Scheme (Ferris) as notified by the Department for Work and Pensions (DWP) is £10,100.<br><br>Fraud identified via the Department for Work and Pensions (DWP) is in its early stages with currently a small number of cases in progress following the transfer. |

| Other activity and items of interest for this Priority during Quarter 1 |  |
|---|--|
| <b>Planning</b>   | Appeals<br><ul style="list-style-type: none"> <li>▪ 2013/14 Annual Monitoring Report published and on HDC website</li> <li>▪ Started a North Yorkshire Geographic Information System (GIS) Group</li> <li>▪ Produced guidance leaflets explaining the Council's Addressing Policy for Parish Council &amp; customers</li> </ul>  |
| <b>Strategic Housing</b>  | Rural Housing Enabler<br><ul style="list-style-type: none"> <li>▪ Linton on Ouse Community open day 14 April 2015</li> <li>▪ North Yorkshire Local Authority Building Control Awards 17 June 2015</li> <li>▪ Homes &amp; Communities Agency (HCA) "Seeing is Believing Tour" 18/06/15</li> <li>▪ Reciprocal peer reviews for Gold Standard were completed for York &amp; Ryedale in April</li> </ul> |

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## **HAMBLETON DISTRICT COUNCIL**

**Report To:** Scrutiny Committee  
10 September 2015

**Subject:** HEALTH AND SAFETY ANNUAL REPORT 2014/15

**All Wards**

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### **1.0 PURPOSE AND BACKGROUND:**

- 1.1 The Health & Safety Annual Report provides an update on the Council's improvements in health and safety management during 2014/15 and a copy is attached at Annex A.
- 1.2 North Yorkshire County Council is appointed to support the development of Health and safety with the Council and is appointed as the 'competent persons' in line with the Management of Health and Safety at Work Regulations 1999.
- 1.3 The Annual Report covers:
- Achievements of the Year 2014 - 2015
  - Health and safety performance data
  - Looking forward to the Year 2015 – 2016

### **2.0 LINK TO COUNCIL PRIORITIES:**

- 2.1 The Health and Safety Executive, the enforcement body for Health and Safety, recommends that the Council reports on Health and Safety on an annual basis.

### **3.0 CONCLUSIONS:**

- 3.1 The Council continues to have an on-going emphasis on a sensible, risk-based approach to health and safety which minimises the risks to staff but is also mindful that Council services also need to be delivered in a cost effective. Effective health and safety management can have financial benefits due to reduced sickness absence, lost time and minimised damage to equipment.

### **4.0 RECOMMENDATION:**

- 4.1 It is recommended that the Scrutiny Committee considers the Health and Safety Annual Report 2014/15.

JUSTIN IVES

Background papers: Health and Safety documents from 2014/15

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Dominic Passman  
Health & Safety Officer  
North Yorkshire Country Council

**HAMBLETON**

**DISTRICT COUNCIL**

# **Health and Safety**

## **Annual Report 2014-15**



## **Introduction**

This is the first Hambleton District Council Annual Health and Safety Report. The Health and Safety Executive, the enforcement body for health and safety, recommends reporting on an annual basis and this is the approach the Council has adopted.

The main driver for the Council's improvements in health and safety management has been the commitment of Phil Morton, Chief Executive and the Management Team. Dr Justin Ives, Director of Support Services and Deputy Chief Executive has been leading on the improvement programme and has been supported in this with the appointment of North Yorkshire County Council to act as 'competent persons' in line with the Management of Health and Safety at Work Regulations 1999. This resulted in a revision of the Council's corporate health and safety policy, a more focussed approach to Health and Safety and significant improvements across the Council.

Health and safety over the last few years has been much maligned in the media predominantly due to people making disproportionate decisions with the best of intentions to control very minor or trivial risks. The Council continues to have an on-going emphasis on a sensible, risk-based approach which minimises the risks to staff but is also mindful that Council services also need to be delivered in a cost effective way. The attitude of all staff and those with management responsibilities in adopting this approach is to be commended particularly considering the current challenging financial climate. It should be noted that it has been proven that effective health and safety management can have financial benefits due to reduced sickness absence and lost time. It can also minimise damage to equipment.

This report covers the Council's financial reporting period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015.

## **Achievements of the Year 2014 - 2015**

The Council's H&S Policy was reviewed in April 2014 and a new approach adopted across the Council. Management Team have been supported operationally by key senior managers within the Council including Head of Environment, Head of Leisure and Communities and the Head of Resources. The delivery of health and safety support services to the Council is overseen by a Health & Safety Risk Manager who is a registered consultant on the Occupational Safety & Health Consultants Register, with additional support provided to Waste and Street Scene and Leisure and Communities.

A programme of work was developed and has led to revision of health and safety arrangements for the following areas:

- Asbestos
- Control of substances hazardous to health
- Driving at work
- Display Screen Equipment
- Fatal/serious injury response
- H&S induction
- H&S training matrix
- Lone worker
- Risk assessment
- Work-related violence

Revised draft health and safety arrangements are being consulted on for the following areas:

- Fire safety
- First aid at work
- Legionella
- Working at height

Health and safety has become a regular item for communication at the first Friday management meetings.

High risk service areas now have well established programmes for reviewing risk assessments and the implementation of control measures.

Design & Maintenance are in the process of reviewing all of the health and safety arrangements related to their service area.

Health and safety leadership training has been held for Management Team and Heads of Service, which is resulting in the review of leadership actions.

A specific training session has been conducted on the new Construction (Design and Management) Regulations 2015 to enable revised arrangements to be developed.

Health and safety has been incorporated as a key item in all recent procurement projects.

The Health and Safety Group and sub-Groups have been reinvigorated and are active forums for driving forward the Council's health and safety policy and plans.

### **Health and safety performance data**

As this is, the first annual report of this type there is limited corporate data to report as this has historically been reviewed at directorate level. It is planned to incorporate corporate data in future versions of this annual report building on the directorate data such as accident, lost time and claims figures.

There has been no involvement with any health and safety enforcement agencies over this year.

### **Looking forward to the Year 2015 – 2016**

A service level agreement has been agreed with North Yorkshire County Council to continue the delivery of health and safety consultancy through to September 2016

The Council has carried out a detailed review of its plans for health and safety management and this has resulted in a new approach aligned to the Plan, Do, Check, Act business management model.

The Corporate Health and Safety Plan for 2015 - 2016 attached in the Appendix, sets out a comprehensive and ambitious programme of work for the year ahead. This is designed to ensure a holistic and consistent approach is taken to achieving continual improvement in health and safety management across the Council.

Some of the key items in the plan Include:

- Revision of the Council's corporate health and safety policy
- Development of a health and safety legal register
- Implementation of risk assessment programmes
- Continue the review of health and safety arrangements
- Structured approach to the monitoring and review of health and safety performance

The full details of the programme of work for the coming year are included in the attached plan.

The initials of the person or persons leading the action are first. The initials of persons assisting are in brackets.

| Item  | Issue   | OUTCOME  | ACTION  | DATE Due by | LEAD RAG       | Milestones Achieved<br>Monitoring 0-4<br>(1-started; 4 - completed) | Resources / Comments  |
|---|---|--|---|-------------|----------------|---|---|
| <b>1. PLAN – DETERMINING HEALTH AND SAFETY POLICY AND PLANNING FOR ITS IMPLEMENTATION IN HAMBLETON DISTRICT COUNCIL</b> |   |  |   |             |                |   |   |
| 1.1   | <b>Health &amp; Safety Policy</b>   | Revised health and safety policy developed and adopted   | CX/CD to sign and adopt revised policy  | 05/15       | CX (CMT)       |   | To be agreed at CMT   |
| 1.2   | <b>Planning for Health &amp; Safety</b>   | Plans are in place to deliver this plan and any additional health and safety requirements at Directorate/service level                                       | Directorate plans are developed and implemented   | 05/15       | CD HS          |   | Sub Groups to address   |
| 1.3   | <b>Organising for Health &amp; Safety</b>   | Revised health and safety policy communicated ensuring staff and others are aware of the objectives and individuals' responsibilities                        | Briefings held at all management team meetings  | 06/15       | CD HS          |   |   |
|   |   |  | Briefing held at first Friday managers meeting  | 06/15       | DP             |   |   |
|   |   |  | Health and safety to be incorporated in appraisal process   | 06/15       | CD HS (HR H&S) |   |   |
| 1.4   | <b>Measuring Health &amp; Safety</b>  | Clear approach to the measurement of health and safety performance   | Agree how health and safety performance will be measured.   | 10/15       | HSG            |   | HSG to agree (include delivery of plans, H&S policy objectives and accident data) |
| 1.5   | <b>Emergency arrangements and co-ordination and co-operation with others who share our workplaces</b> | Emergency procedures are in place for all property and protocols are in place for co-operation and co-ordination with other employers sharing HDC properties | Review and test procedures in place to cover all significant emergencies (e.g. Fire, asbestos release, gas release, power cut etc.) | 10/15       | HS PM (D&M)    |   | Sub Groups to address   |



| Item | Issue   | OUTCOME   | ACTION  | DATE Due by  | LEAD RAG   | Milestones Achieved<br>Monitoring 0-4<br>(1-started; 4 - completed) | Resources / Comments   |
|------|---|---|---|--|--|---|--|
|      |   | <p>Model office health and safety risk assessment developed for implementation in lower risk service areas</p> <p>Fire safety risk assessment in place for all workplaces, with an annual review carried out</p> <p>Asbestos management plans (AMP) are in place for all workplaces with an annual review carried out.</p> <p>Legionella risk assessments in place for all workplaces, with an annual review carried out.</p> | <p>Develop a model risk assessment for implementation in office services in HDC.</p> <p>Actions from Fire safety risk assessments being implemented in all workplaces with reviews conducted in last 12 months</p> <p>Actions from AMP being implemented in all workplaces with reviews conducted in last 12 months.</p> <p>Actions from Legionella risk assessments being implemented in all workplaces with reviews conducted in last 12 months</p> | <p>10/15</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> | <p>DP<br/>LBW</p> <p>HS PM<br/>(D&amp;M<br/>H&amp;S)</p> <p>HS PM<br/>(D&amp;M<br/>H&amp;S)</p> <p>HS PM<br/>(D&amp;M<br/>H&amp;S)</p> |   | <p>Support Services Sub group to lead</p>  |
| 2.3  | <b>Employee engagement and communications</b> | <p>Employees are involved in risk assessments and decisions about H&amp;S that affect them</p>  | <p>Implement a system to engage employees in the risk assessment review process and implementation of H&amp;S arrangements in their service area.</p>   | <p>On-going</p>  | <p>HS SM</p>   |   | <p>Make use of staff survey to assess employee engagement in health and safety</p> |

| Item | Issue   | OUTCOME  | ACTION   | DATE Due by  | LEAD RAG   | Milestones Achieved Monitoring 0-4 (1-started; 4 - completed) | Resources / Comments  |
|------|---|--|--|--|--|---|---|
| 2.4  | <b>Health &amp; Safety arrangements</b>                         | Revised existing set of health and safety arrangements.<br><br>Development of a documented safety management system                  | Review progress made against the health and safety arrangements review programme.<br><br>Conduct a gap analysis of the current safety management system.<br><br>Establish priority based programme for the development of a documented safety management system<br><br>Review and update safeguarding arrangements | 10/15<br><br>10/15<br><br>10/15<br><br>10/15                         | Jl (H&S D&M HR)<br><br>H&S<br><br>Jl (H&S D&M HR)<br><br>SL (HS) |   | Refer to existing procedure review programme.<br><br>Establishment of a Safeguarding panel. |
| 2.5  | <b>Provision and maintenance of safe premises and equipment</b> | Premises and equipment are maintained in a safe condition<br><br>All works are carried out by competent contractors in a safe manner | Ensure a suitable inspection and maintenance programme is in place to ensure safe premises and equipment, which is subject to a dip sample.<br><br>Ensure suitable contractor management arrangements are in place, which is subject to a dip sample.  | On-going<br>LBW to agree dates<br><br>On-going<br>LBW to agree dates | D&M PM (H&S)<br><br>D&M PM (H&S)                                 |   | D&M to lead and report to Support Services sub group  |
| 2.6  | <b>Employee competence</b>                                      | All employees are competent to carry out their work safely and have adequate supervision   | Conduct a health and safety training needs analysis in each service.   | 10/15  | HS SM (H&S HR)   |   | Support from HR training function<br>HS training matrix                                     |

| Item  | Issue                                      | OUTCOME  | ACTION  | DATE Due by  | LEAD  | Milestones Achieved<br>Monitoring 0-4<br>(1-started; 4 - completed) | Resources / Comments  |
|---|--|--|---|--|---|---|---|
| 2.7   | Access competent advice on Health & Safety | Comply with Management at Work Regulations and provide health and safety advisory service across HDC   | <p>Deliver the outcomes from the health and safety training needs analysis.</p> <p>Ensure competent advisory service is in place</p> <p>Ensure all directorates have access to competent advice</p> | <p>10/15 onwards</p> <p>On-going</p> <p>On-going</p> | <p>RAG</p> <p>HS SM (H&amp;S HR)</p> <p>JL (H&amp;S)</p> <p>CD HS (H&amp;S)</p> |   | SLA in place with NYCC till September 2016                            |
| <b>3. CHECK – MEASURING HEALTH AND SAFETY PERFORMANCE IN HAMBLETON DISTRICT COUNCIL</b> |  |  |   |  |   |   |   |
| 3.1   | Inspection and monitoring                  | Assessment of how well plans are being implemented, HS Policy objectives achieved and risks controlled | <p>Establish inspection monitoring programme commensurate with risks in premises/services</p> <p>Collect data from inspection/monitoring to help review performance</p>                             | <p>09/15</p> <p>From 09/15</p>                       | <p>HS SM PM (H&amp;S)</p> <p>HS SM (H&amp;S)</p>                                |   | Report in to HSG  |
| 3.2   | Accidents, incidents and near misses       | Ensure investigation of the causes of all accidents, incidents and near misses                         | All accidents, incidents and near misses to be investigated by manager and findings reported to Head of Service   | On-going   | HS SM (H&S)   |   | Report in to HSG  |
| 3.3   | Health & Safety auditing                   | HDC approach to health and safety auditing developed   | Develop common approach to health and safety auditing in HDC  | 10/15  | JL HS H&S   |   | HSG to consider via a task and finish group (consider external audit) |



| Item  | Issue                                  | OUTCOME  | ACTION  | DATE Due by                          | LEAD RAG                       | Milestones Achieved Monitoring 0-4 (1-started; 4 - completed) | Resources / Comments   |
|---|--|--|---|--------------------------------------|--------------------------------|---|--|
| <b>4. ACT – REVIEWING HEALTH AND SAFETY PERFORMANCE IN HAMBLETON DISTRICT COUNCIL AND ACTING ON LESSONS LEARNED</b> |  |  |   |                                      |                                |   |  |
| 4.1   | <b>Health &amp; Safety performance</b> | Health and safety performance reviewed and reported          | Review health and safety performance against plans, objectives and H&S arrangements.<br><br>Report on health and safety performance | 05/15<br>05/16<br><br>06/15<br>06/16 | JI CD HS (H&S)<br><br>JI (H&S) |   | HSG meeting after 04/15<br><br>Annual H&S report to CMT and Scrutiny Committee |
| 4.2   | <b>Continuous improvement</b>          | Improvements made to the health and safety management system | Agree actions to improve the health and safety management system<br><br>Review corporate health and safety plan                     | 06/15<br><br>06/15<br>06/16          | JI CD HS (H&S)<br><br>JI H&S   |   |  |

Abbreviations **CX** Chief Executive **CD** Corporate Directors **JJ** Justin Ives **DP** Dominic Passman **HS** Heads of Service **SM** Service Managers **PM** Premises Managers  
**CMT** Corporate Management Team **HSG** Health & Safety Group **H&S** Health & Safety Team **D&M** Design & Maintenance Team **HR** Human Resources

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